

NATIONWIDE  
*Arizona Air National Guard*  
Active Guard/Reserve (AGR) Announcement  
JOINT FORCES HEADQUARTERS/HRO  
5636 East McDowell Road, Bldg M5710  
Phoenix, Arizona 85008-3495  
PHONE (602) 629-4826: DSN 853-4826  
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:  
19-295A

OPENING DATE:  
27-Jun-2019

CLOSING DATE:  
15-Jul-2019

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:  
Attorney-Adviser (General), D2250000, GS-0905-12, O-4/Maj - O-5/Lt Col; MPCN: 00952210J

APPOINTMENT FACTOR:  
OFFICER ☒ ENLISTED ☐

AFSC:  
51J3

LOCATION OF POSITION: 162nd Wing, Tucson, Arizona

**AREA OF CONSIDERATION:** This position is the Active Guard and Reserve Force and is **open to current members and those eligible for membership of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

**NOTE:** This position is subject to rotating shifts, night shifts, and weekends/holidays.

**NOTE:** Must possess AFSC 51J3.

**NOTE:** Must be able to obtain a Top Secret clearance.

**NOTE:** Placement/Promotion is contingent upon Control Grade Availability.

**NOTE:** Known promotion potential to O-5/Lt Col.

**NOTE:** Must complete Accession package into the JAG Corps prior to starting.

**NOTE:** MUST have a Bachelor of Laws or Juris Doctor degree in law issued by an ABA-accredited law school; and, must be admitted to practice law in the highest court of any U.S. state, commonwealth, territory or the District of Columbia.

**INSTRUCTIONS FOR APPLYING:**

**Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:**

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. *For Enlisted Members, documents MUST show your ASVAB scores.***
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

**The following documents are not required but strongly recommended for validation of experience/education:**

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed**

or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the “Contact Us” link on the [Dema.az.gov](https://dema.az.gov) website then clicking AZNG Human Resources Office link. **NO BINDERS OR BOUND DOCUMENTS PLEASE.**

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### **NATIONAL GUARD REQUIREMENTS:**

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Individuals selected for Control Grade positions are subject to Control Grade availability.

### **Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program**

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

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### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Skill in advising senior leadership of the alternatives and possible solutions which are legally permissible or desirable.
2. Knowledge in assessing and evaluating, for legal compliance and sufficiency, local policies and practices, proposed wing command and staff actions and decisions, official conduct and authority, commercial transactions, draft documents and publications, investigations, responses to inquiries, public statements, plans, and initiatives.
3. Knowledge of how to prepare, research, and issue oral and written opinions, and may, upon designation by the State Adjutant General, participate in collective bargaining as a member of the management negotiating team and represent the organization in third-party administrative, quasi-judicial, and judicial proceedings.
4. Ability to provide training to all unit members on financial disclosure programs and reviews, ethics counselor program training, advice and assistance; post-government employment program advice and assistance; and gift acceptance programs, including gifts of travel, gifts to the command and service member.
5. Skill in communicating effectively both orally and in writing.

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**SPECIALIZED EXPERIENCE:** Must have at least 12 months working experiences as a professional Attorney Adviser. Experienced in the Air National Guard programs and organizational mission requirements. Competent in providing legal interpretation and guidance to ANG managers and senior leaders on United States Code Title 32 § 709, National Guard Program. Able to recognize and identify complex constitutional, state-federal, and military-civilian jurisdictional issues frequently associated with the organization and administration of the Title 32 National Guard, and articulate them in the appropriate forum or context. Competent in providing legal interpretation and guidance to managers and senior leaders on 10 United States Code, and the state equivalent to the federal Uniform Code of Military Justice. Experienced in conducting legal research in connection with cases pending administrative hearings, trials before courts of original jurisdiction, or arguments in appellate courts. Experienced in addressing legal questions referred by administrative officials of the employing agency, such as questions concerning the interpretation and application of statutes, rules, and regulations as they pertain to contracts, claims, or other legal instruments involving private business, state, local, national, or foreign governments. Experienced in addressing questions regarding the effects of provisions of proposed legislation or proposed changes in agency policies or regulations. Experienced in researching and providing legal advice in functional areas of Administrative, Labor, Medical and Physical Disability and Ethics Law. Additionally, capable of providing legal assistance in accordance with prescribed instructions and within legal guidelines.

**BRIEF JOB DESCRIPTION:** This position is located at the 162d Wing, Tucson, Arizona. The primary purpose of the position is to serve as the sole full-time professional legal adviser, providing consultation, collaboration, support, guidance, and subject matter

expertise (SME) to the Wing Commander. Also serves as the full-time legal adviser to Geographically Separated Unit (GSU) commanders and staff. Provides SME authoritative advisery, consultation, and collaboration in the areas of ethics, medical and physical evaluation, labor, domestic operations and administrative law. Prepares, researches, and issues oral and written legal opinions and legal advice with regard to a wide variety of laws, regulations, instructions, directives and policies in the area of Administrative Law, including but not limited to: Freedom of Information Act, Privacy Act, reports of survey, line-of-duty determinations, constitutions and by-laws of private organizations, formal and informal investigations and commanders' inquiries, legal sufficiency reviews, collateral investigations, federal and state Uniform Code of Military Justice (UCMJ) complaints, Congressional Inquiries, Inspector General investigations, Equal Opportunity/Equal Employment Opportunity (EO/EEO) investigations, fiscal law, unfavorable personnel actions, standards of conduct, family advocacy, and public relations. Advises Commander and staff on interpretation of federal statutes and regulations, ensures that legal advice, consultation, and collaboration is furnished in a timely manner. Provides advisery, guidance, consultation, and collaboration to Commander, staff, and supervisors. Coordinates with State Human Resources Office and the State Judge Advocate on all labor law training as well as impact on established programs, procedures, and methods of operation. Formulates Wing legal policy and its execution; legal representation; legal initiatives; constitutional, civil, criminal, labor law; a full spectrum of expert legal advice to Wing leaders. Prepares and renders legal advice and opinions to commanders and senior staff regarding military justice options.

**SELECTING OFFICIAL:** Brig Gen Andrew J. MacDonald

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